Common Origination and Disbursement
COD Processing Update

March 16, 2007

Direct Loan Program

COD News

COD System Maintenance Planned for Saturday, March 17, 2007 and Sunday, March 18, 2007 (03/14/07)
The COD System will undergo routine maintenance from 11:00 P.M. (ET) on Saturday, March 17, 2007 until 4:00 P.M. (ET) on Sunday, March 18, 2007. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable on Sunday, March 18th from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 11:00 P.M. (ET) on March 17th and 4:00 P.M. (ET) on March 18th.

- Batches submitted by schools via the SAIG between 11:00 P.M. (ET) on March 17th and 3:00 A.M. (ET) on March 18th will be held and not acknowledged back to schools until after COD comes back up at 4:00 P.M. (ET) on March 18th.

- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) on March 18th will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

- Batches submitted by schools via the SAIG between 11:00 A.M. and 4:00 P.M. (ET) on March 18th will also be held and not acknowledged back to schools until after COD comes back up at 4:00 P.M. (ET).

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or e-mail CPSSAIG@ed.gov.

Extended Direct Loan Electronic MPN Web Site Outage for Saturday, March 17, 2007 and Sunday, March 18, 2007 (03/14/07)
As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, individuals are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to the need for additional maintenance on Saturday, March 17, 2007 and Sunday, March 18, 2007 the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 11:00 P.M. (ET) on March 17th until 4:00 P.M. (ET) on March 18th. Individuals starting the process by 10:00 P.M. (ET) on Saturday, March 17, 2007 will

Common Origination and Disbursement
COD Processing Update

be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

Direct Loan Bulletin 07-04 Released (03/15/07)
Direct Loan Bulletin 07-04 was released to schools from the COD School Relations Center today and is posted on the IFAP Web site. This bulletin reminds schools of the 30-day reporting requirement and provides schools with suggestions to assist in avoiding unbooked loan situations.

If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DLB Distribution".

Unlocking and Resetting COD Web Site Passwords (03/16/07)
COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site and complete the following steps:

Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.

Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.

Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.

Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.

Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.

Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.

Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.

Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document **before** you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document **after** you log in to the Web site, click on the "Today's Update" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html.

Reports and Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center.

ACG, National SMART Grant, and Pell Grant Programs

COD News

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NEW!

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ACG and National SMART Grant Resources (03/16/07)
As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, COD has updated the 2006-2007 COD Technical Reference and the 2007-2008 COD Technical Reference. A school should refer to the communications posted on the Information for Financial Aid Professionals (IFAP) Web site and to the 2006-2007 and 2007-2008 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007 and 2007-2008 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant

programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- o Financial Award ID and Financial Award Number (Award Sequence Number)
  Volume II, Section 1 "Implementation Guide"

- o Citizenship and Student Level Code
  Volume II, Section 1 "Implementation Guide"

- o Message Classes
  Volume II, Section 2 "Message Classes"

- o Common Record Layout
  Volume II, Section 3 "Common Record Layout"

- o Reports Generated by COD System
  Volume VI, Section 8 "COD Reports"

- o Eligibility/Payment Reason and Rigorous High School Program Code for ACG
  Volume VI, Section 9 "Rigorous Secondary School Programs of Study, and Eligible Majors"

- o Major/Classification of Instructional Program (CIP) Code for National SMART Grant
  Volume VI, Section 9 "Rigorous Secondary School Programs of Study, and Eligible Majors"

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

Note for EDExpress Users: Volume III of the 2006-2007 and 2007-2008 COD technical references provides additional guidance for schools that use EDExpress in combination with another system. If your school needs help locating information related to EDExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at CPSSAIG@ed.gov.

2007-2008 Federal Pell Grant Payment And Disbursement Schedules [02/22/07 (Updated 03/07/07)]
Background

On February 15, 2007, the President signed the Revised Continuing Appropriations Resolution, 2007, (P.L. 110-5) that establishes the maximum Federal Pell Grant (Pell Grant) award for the 2007-2008 Award Year at $4,310 and, with the minimum award continuing to be $400, sets the maximum Expected Family Contribution (EFC) that a student may have to be eligible to receive a Pell Grant at 4110. These amounts (and related statutory provisions) were used to develop the Pell Grant payment and disbursement schedules for the 2007-2008 Award Year, which are available in Dear Colleague Letter P-07-01 on the Information for Financial Aid Professionals (IFAP) Web site.

On February 27, 2007, Federal Student Aid posted information about the operational implementation of the Pell Grant payment and disbursement schedules for the 2007-2008 Award Year in an Electronic Announcement on the IFAP Web site. This announcement provides schools with high-level information about the impact on the Central Processing System (CPS) and the COD System and Federal Student Aid's anticipated implementation dates related to these systems.

Note: For information about the impact on the CPS, refer to the February 27th Electronic Announcement and to a subsequent Electronic Announcement posted on March 1, 2007. The March 1st Electronic Announcement informs schools of the date when Federal Student Aid will reprocess the applicable 2007-2008 CPS records.

COD System Information

As explained in the February 27th Electronic Announcement, Federal Student Aid plans to update the 2007-2008 COD System with the Pell Grant payment and disbursement schedules during the period May 11-12, 2007. Federal Student Aid decided to perform this update through a separate release to avoid delaying the April 13-14, 2007 implementation of COD System functionality that supports 2007-2008 award-year processing. At the time Federal Student Aid posted the earlier announcement, it was evaluating options related to the acceptance of 2007-2008 Pell Grant origination and anticipated disbursement records during the interim period between the April and May releases.

On March 6, 2007, Federal Student Aid posted a subsequent Electronic Announcement on the IFAP Web site. The March 6th Electronic Announcement informs schools of Federal Student Aid's determination that *the COD System will begin accepting 2007-2008 Pell Grant origination and anticipated disbursement records after Federal Student Aid completes the May 11-12, 2007 update to the 2007-2008 COD System.* This approach will allow Federal Student Aid to begin accepting and processing all 2007-2008 Pell Grant origination and anticipated disbursement records after it has updated the 2007-2008 COD System with the Pell Grant payment and disbursement schedules. In addition, this approach will eliminate the need for schools to resubmit Pell Grant origination and anticipated disbursement records to the COD System.

Federal Student Aid will continue to communicate with schools about the acceptance of 2007-2008 Pell Grant origination and anticipated disbursement records by the COD System through forthcoming release-related Electronic Announcements on the IFAP Web site. In the meantime, Federal Student Aid wants to highlight the following key points:

- *After implementation of COD System functionality that supports 2007-2008 award-year processing during the period April 13-14, 2007,* the COD System will accept origination and anticipated disbursement records for 2007-2008 Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) awards. The COD System will also accept origination, anticipated disbursement, and actual disbursement records for William D. Ford Federal Direct Loan (Direct Loan) awards.
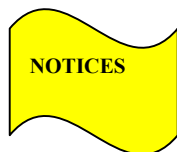
- *After implementation of COD System functionality that supports 2007-2008 award-year processing during the period April 13-14, 2007 and before the 2007-2008 COD System is updated with the Pell Grant payment and disbursement schedules during the period May 11-12, 2007,* the COD System will *reject* origination and anticipated disbursement records for 2007-2008 Pell Grant awards.

- It is not necessary for the COD System to accept a 2007-2008 Pell Grant record for a student before it can accept a 2007-2008 ACG or National SMART Grant record for that student. (Federal Student Aid will perform this check later in the award year.) Therefore, a school that wishes to submit 2007-2008 ACG and/or National SMART Grant origination and anticipated disbursement records to the COD System before the COD System begins accepting 2007-2008 Pell Grant origination and anticipated disbursement records may do so.

- When a school submits a 2007-2008 Pell Grant origination or anticipated disbursement record to the COD System after May 12, 2007, the record must include a CPS transaction number for a transaction that has been designated as "Pell Grant Eligible." If the record does not include a CPS transaction number for a transaction that has been designated as "Pell Grant Eligible," the COD System will reject the record.

- Federal Student Aid will provide information about the COD System's acceptance of actual disbursement records for 2007-2008 Pell Grant, ACG, and National SMART Grant awards through our forthcoming release-related Electronic Announcements on the IFAP Web site.

Note for EDExpress Users: As Federal Student Aid explained in the February 27th Electronic Announcement, it will need to update the appropriate modules in EDExpress with the new Pell Grant amounts through a future release. Federal Student Aid is still evaluating options for the updated EDExpress software release and will communicate the details through a forthcoming Electronic Announcement on the IFAP Web site.

Reports And Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Pell Year-to-Date (YTD) Records—

  The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

  - For rebuilds for the 2005-2006 and 2006-

2007 Award Year, the school can submit the data request via the COD Web site or batch.

- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.

ISSUES

NEW!

Except as listed below, all Grant reports and data requests are available as specified in Volume VI, Section 8 of the 2006-2007 COD Technical Reference posted on the IFAP Web site. There are issues with the following Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records— COD is researching some possible issues with the generation of these reports. We will provide updates as more information becomes available. COD apologizes for any inconvenience this may cause schools. (03/16/07)